

## New Legislation-Effective January 1, 2005

Last session the Arizona Legislature passed several new laws which will require the Department of Education's Teacher Certification Unit to make modifications to the application process. This overview is being provided to keep our educators apprised of these changes. Please know that as of March 28<sup>th</sup>, we implemented these changes and we will continue to focus on providing our educators with the best possible customer service. The changes are as follows:

- All applicants and current certificate holders must notify the Department of Education of any change of address within thirty days. Please visit our downloadable forms section on the web at: <http://www.ade.az.gov/certification/certforms.asp> to obtain the *Request for Change of Address*.
- If the Certification Unit receives an application and determines that it is lacking any component required by law or rule (i.e. official transcripts or fingerprint clearance card) the applicant will receive written notice of what additional material is needed. The applicant will then have 60 calendar days to submit this information. If this information is not provided within that timeframe, the application will be considered withdrawn. An applicant may request a 30 day extension by submitting a written request providing justification for the delay. ***Please remember, all fees are nonrefundable.***
- If the Certification Unit determines that an applicant does not meet all substantive criteria required by statute or rule (i.e. appropriate coursework), the applicant may receive a written notice requesting additional documents or information. The applicant will then have 60 calendar days to submit this information. If this information is not provided within that timeframe, the Certification Unit will issue the applicant written notice that the application has been denied. An applicant that has been denied may file a written request (Notice of Appeal) for a hearing with the State Board of Education within fifteen days after receiving the notice of denial.
- A person may not apply for certification for a period of five years if any of the following occurs:
  - The person surrenders a certificate
  - The person's certificate is revoked by the State Board of Education on grounds of immoral or unprofessional conduct.

## Address Changes

Pursuant to new legislation (A.R.S. 15-534.03) each applicant of certificated person shall be required to inform the Department of Education of any change of address within thirty days.

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